

SANDY CITY
APPROVED POSITION SPECIFICATIONS

- I. Position Title: Special Events Coordinator - Recreation Division
- Revision Date: 05/19
EEO Category: Paraprofessional
Status: Non-Exempt
Control No: 30622

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Parks & Recreation Director and/or Assistant Parks & Recreation Director, or Recreation Division Manager coordinates community events, activities, and recreation programs for Sandy City. Also, performs various tasks and projects relating to communications, public relations, social media content, marketing, and brand awareness.

III. Essential Duties:

- For all events, organize, budget, contract, obtain certificates of insurance when required and coordinate schedules.
- Coordinate staff and volunteer set-up.
- Work closely with staff in Parks and Recreation, Police, Fire and other city departments to coordinate event needs.
- Coordinate the technical needs of events including administering contracts, purchasing materials, obtaining permits, arranging security and parking, and soliciting vendors and sponsors.
- Work on event site layout to promote good participant circulation and meet safety needs.
- Work closely with other agencies and citizen groups to coordinate events.
- Coordinate with sponsors regarding promotional material and other sponsor needs.
- Build and maintain positive relationships within the community to facilitate more community participation and highly successful events.
- Provide marketing/promotional support on department events and programs through social media outlets.
- Assist in the development of publications and documents for the department, such as flyers, brochures, fact sheets, etc.
- Post and update events and programs on the City website calendar.
- Organize and set up leagues tournaments and clinics for each program or activity when offered.
- Organize participants and teams for each program or activity.
- Manage current city events, including the following:
 - Movies in the Park
 - Acquire rights to movies and set up and take down a 300 pound screen and other equipment. Drive City Parks and Recreation truck with trailer to movie locations.
 - Work with local radio stations or other organizations to provide activities before the movie begins.
 - Balloon Festival
 - Oversee contract with Balloon Meister.
 - Obtain all necessary permits.
 - Install promotional banner.
 - Hold planning meeting with various department to ensure all needs are met.
 - Obtain stage and entertainment for event including all necessary contracts, bids, purchase orders and certificates of insurance.
 - Oversee volunteer personnel.
 - Sandy 4th
 - Work with the Fourth of July parade coordinator to ensure a safe and successful parade.
 - Oversee the City's float for the parade season including the bidding and contracting of float design and construction.
 - Contract entertainment for the stage.
 - Heritage Festival
 - Arrange for use of park.
 - Obtain all necessary permits.
 - Install promotional banner.

- Coordinate promotional postcard with GIS and Marketing and Development Specialist.
- Work with various contractors, vendors, and organizations to provide activities for the patrons.
- Create bids and purchase orders to provide food, stage and sound support for the event.
- Hold planning meeting with various departments to ensure all needs are met.

IV. Marginal Duties:

- Perform Department marketing research, reports, and community surveys as needed.
- Capture photos and video for social media posts.
- Assist other department staff as needed.
- Perform other duties as assigned.
- General Parks and Recreation office support as needed.

V. Qualifications:

Education: Bachelor's degree in a related field preferred.

Experience: Three years related experience in event planning or operations required.

Certifications/Licenses: A valid Utah driver's license is required.

Knowledge of: Correct English usage, spelling, vocabulary, and arithmetic; clerical and general office practices, procedures and equipment; preferred knowledge of MS Office.

Responsibility for: Responsibility for the care, condition and use of materials, equipment, money and tools.

Communication Skills: Communicate effectively verbally and in writing; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; be able to professionally furnish and obtain information from other departments; frequent contacts involving the carrying out of programs and schedules.

Tool, Machine, Equipment Operation: Requires regular use of office equipment including computer, printer, copier, and telephone system.

Analytical Ability: Prioritize tasks, work well under pressure, exercise discretion and independent judgment when dealing with upset customers or vendors, may work independently on assigned projects involving planning, simple research and data collection, report preparation, and budget data preparation.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls and frequently communicates with others. Work requires moderate physical exertion, including bending, kneeling, stooping and standing; lifting and moving of heavy objects (up to 50 lbs.).

Work Environment: Work performed with moderate supervision. Job entails exposure to cold, heat and excessive noise and vibration (50% of work is performed outside); constant exposure to deadlines; moderate pressure and fatigue during an average workday; frequent daytime, evening and weekend work; some holiday work and work from home required; constant attendance to concerts and events required; must dress and groom in a manner congruent with the image of Sandy City. Occasional on-call work required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIV. APPROVED BY:_____ DATE:_____

PERSONNEL DEPT. APPROVED BY:_____ DATE:_____